



**Solicitation for a firm to supply Office Furniture for the HR OFFICE in the Embassy of the United State of America in San Jose, Costa Rica
19CS8022Q0001**

Start date: November 12, 2021

End date: November 27, 2021

The U.S. Embassy in San Jose, Costa Rica has a requirement for a firm to supply Office Furniture in the Embassy building in Pavas, San Jose.

- a) Provide three office workstations, self-standing panel-cubicle type, measuring 6x5'x72" tall. Panels must come factory electrified for 120V connections. Each workstation will have a 36x16x14" overhead metal cabinet anchored to the panelboards. Also, an under-the-desk metal file cabinet with rolling wheels and three drawers. Working surface will be a high-density compose measuring 24" width with tapered edges on all sides.
- b) Provide three office chairs, fully adjustable for ergonomic compliance:
 - o Seat tilting
 - o Adjustable armrests
 - o Adjustable lumbar support
 - o Adjustable seat height
 - o Lockable rolling wheel
 - o Fresh/aired fabric
- c) Provide a set of panels 74x36" with upper glass panes to complete an existing workstation.
- d) The contractor will install all office furniture once the space has been remodeled.
- e) The contractor will store all furniture until it is ready for installation.

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the service. At a minimum, each offeror must meet the following requirements when submitting its proposal:

- Be able to understand written and spoken English;
- If the acquisition is over \$30,000; the vendor must have or be able to obtain a unique DUN and Bradstreet number and be registered in the System for Award Management (SAM). (<https://www.sam.gov/>)
- Have an established business with a permanent address and telephone listing;

- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements, including the DBA insurance;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good past performance records; and identify specialized experience and technical competence required for the work in accordance with this solicitation.

If interested in competing for this requirement, please provide a written request for a copy of the acquisition documents to Ms. Sheena Hall, Contracting Officer, General Services Office, U.S. Embassy San Jose, by email to Ma. Lourdes Aviles: avilesml@state.gov.